

THE JOB OF THE COUNTY 4-H CLUB AGENT  
OR OF  
THE AGRICULTURAL OR HOME DEMONSTRATION AGENT IN RELATION TO 4-H WORK

1. Analyze the county situation as to youth population, agricultural and rural life problems, youth organizations and their programs, as a basis for the interpretation of the interests and needs of boys and girls.
2. Develop the interest and cooperation of various organizations and of rural people in the development of boys and girls through 4-H Club work.
3. Assist people in the communities in the organization of local 4-H Clubs, in the selection of local leaders, and in the development of the club programs.
4. Prepare a county program and plan of work based upon needs of local clubs and of youth not now 4-H members, with the assistance of representatives of various groups.
5. Supervise the work of local leaders by giving assistance in training leaders and giving them recognition.
6. Assist local leaders in carrying out the local club program, by attending club meetings, visiting members' homes, providing helpful literature, arranging for necessary facilities and materials, arranging for help of specialists.
7. Assist in the planning and direction of special events or activities that supplement the local club programs, such as camps, achievement or rally days, county fairs or picnics, participation in State events, and devices for member and club motivation.
8. Assist in arranging for and providing appropriate publicity for 4-H work, through newspapers, over radio, and at meetings of various organizations, not only to maintain interest and support but also to supplement educational program of local clubs.
9. Help to evaluate work done by obtaining and analyzing records and by preparing statistical and narrative reports for county, State, and Federal use.
10. Represent the State college and the U.S.D.A. as county administrator and supervisor of 4-H Club work, including relationships with other organizations, with local government, and with the public; and responsibility for funds.
11. Improve one's self as a 4-H worker by attending conferences, reading, studying aspects of 4-H work and taking courses, so as to be familiar with the most recent subject matter, methods, and policies, and to increase one's ability in planning, supervising, and carrying forward an educational program for youth.

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members of Extension Seminar in Organization and  
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THE JOB OF THE SUPERVISOR  
OF  
COUNTY EXTENSION AGENTS

The State leaders and assistant leaders of agricultural agents, of home demonstration and 4-H Club work, are primarily concerned with the management of the county extension staff to insure a satisfactory teaching outcome, with the improvement of the teaching personnel. Their most important duties usually include:

1. The handling of certain administrative duties, such as relations with county officials and cooperating farm or organizations, county finances, employment of agents, and the like, which for convenience are delegated from time to time by the extension director. (This added administrative function is assigned more often to the supervisors of agricultural agents than to the other supervisory groups.)
2. Acquainting the county staff with the aims and objectives of the work and with reasonable standards of accomplishments.
3. Maintaining an efficient county personnel, interested in extension teaching as a profession. Satisfactory working conditions, adequate compensation, provision for professional improvement, and the scientific approach are important in this connection.
4. Assisting county workers to develop sound programs of work and to obtain active participation of rural people in determining needs and solutions and in measuring progress.
5. Coordinating county programs with district and State-wide programs.
6. Helping agents to select teaching methods and procedures intelligently, and to use them in a manner to insure optimum results under the given conditions.
7. Outlining office procedures, filing systems, record and reporting systems that will expedite the orderly conduct of the work in counties, and keep the supervisor informed as to current progress and developments.
8. Conducting studies to obtain reliable information that will be useful in solving problems and raising standards.
9. Assisting agents to apply good procedures of other agents and the findings of extension research to county situations.
10. Helping agents to measure progress in terms of definite objectives and goals.
11. Stimulating some improvement by every agent, depending upon individual capabilities and county situations, the most capable agents making the greatest advancement.
12. Occasional visits to counties to check on the extent to which reasonable standards for the work are being maintained.







SUGGESTED PLAN FOR TRAINING AND RECOGNITION  
OF 4-H CLUB LEADERS

A. An outline for leadership training.

1. Agent will explain duties of local leader at a personal conference.
2. Give leaders copies of leaders' handbook and explain them.
3. Agent will attend one or more club meetings and demonstrate how to conduct meeting.
4. Send leaders circular letters from time to time, also 4-H news letter and National 4-H News.
5. Agent will conduct a county-wide leaders' training school on organization and methods.
6. Agent will conduct two county-wide leaders' training schools, one for subject matter in homemaking, one for subject matter in agriculture. Subject-matter specialists will assist in this.
7. Send leaders project bulletins in subject matter.
8. Agent will follow up by a personal conference with leaders and will hold conferences at office where desirable.
9. Agent will be prepared to answer by telephone or personal letter any inquiries from leaders.

B. An outline for leadership recognition.

1. Give newspaper publicity to club activities, with leaders' names mentioned prominently.
2. Encourage members and parents to express appreciation to leaders.
3. Ask leaders' advice in planning county activities and give them responsibility.
4. Invite leaders to go with agent to district or State meetings, or other interesting places.
5. Give leaders an opportunity to meet interesting people such as specialists when they visit the county.
6. Give leaders an opportunity to put on a radio program.
7. Send leaders a Christmas card.
8. By various friendly acts show leaders that you prize their friendship and do not regard them merely as work horses.
9. Ask leaders' advice frequently in evaluating the work of their members.
10. In public meetings, let the agent give all the credit to the leaders and minimize his own importance.
11. Hold a leaders' banquet at the close of the club year and give out leadership pins. Let a leader act as toastmaster.
12. Give the leaders' names in the annual report.



